

U.S. Embassy Valletta

VACANCY ANNOUNCEMENT NUMBER: 001-2016 (T)

OPEN TO: All candidates

POSITION: HUMAN RESOURCES ASSISTANT, FSN-6; FP-08 – TRAINING LEVEL
(Applicants who responded to Vacancy Announcement 001-2016 need not reapply as their applications will be considered)

OPENING DATE: February 12, 2016

CLOSING DATE: February 26, 2016

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not-Ordinarily Resident (NOR): US\$36,353 p.a.
(Starting salary - Position Grade: FP-08)

*Ordinarily Resident (OR): Euro 15,640 p.a. (Starting salary)
(Position Grade: FSN-6)

ALL ORDINARILY RESIDENT (OR) APPLICANTS (*See Appendix A for definition*) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Malta is seeking eligible and qualified applicants for the position of Human Resources Assistant at a training level. This position allows two years of progressive HR training for the applicant to reach full performance level, FSN-8; FP-6.

BASIC FUNCTION OF POSITION

Full performance level - Serves as Human Resources Assistant in the Human Resources Office, American Embassy Valletta. Is responsible for LE Staff Personnel Management, including recruitment, orientation, compensation issues, personnel actions and assists with life and medical benefits. Assist RSC Frankfurt with LE Staff classification. S/he is also responsible for the administration of Post's Awards Program and training and development program under the supervision of the senior HR Assistant.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. **EDUCATION:** Minimum of two years of Post-Secondary Education with certification in Business Administration, Commerce, Economics or related subjects.
2. **EXPERIENCE:** Two years of Administration experience is required.
3. **LANGUAGE:** Level IV (fluent reading and speaking) English and Maltese

4. **SKILLS AND ABILITIES:** Skills in using various software programs and applications is required. Ability to improve current HR procedures in order to provide better customer service to clients. Must exercise tact and discretion in dealing with sensitive personnel and medical matters.
5. **JOB KNOWLEDGE:** Good working knowledge of local Labor and Social Security legislation as well as HR prevailing practices. Knowledge of DOS personnel regulations (Foreign Affairs Manual and Foreign Affairs Handbook Volume 3), various policy telegrams, standard HR operating procedures.

FOR FURTHER INFORMATION:

The complete listing all of the duties and responsibilities can be found [here](#) /or by contacting the Human Resources Office, Joe Gatt on 2561-4112.

SELECTION PROCESS

When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

HIRING PREFERENCE ORDER:

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran
- (2) USEFM OR a preference-eligible U.S. Veteran
- (3) FS on LWOP

ADDITIONAL SELECTION CRITERIA:

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

HOW TO APPLY:

Applicants must submit the following documents to be considered:

1. Universal Application for Employment as a Locally Employed Staff or Family Member **(DS-174)**;
2. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

IMPORTANT: Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

WHERE TO APPLY:

Human Resources Office	Joe Gatt
Mailing Address:	US Embassy, Ta' Qali National Park, Attard ATD 4000
E-mail Address:	vallettahro@state.gov

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A - DEFINITIONS

Eligible Family Member (EFM): An EFM for employment purposes is defined as an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term "child" shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

MAJOR DUTIES AND RESPONSIBILITIES: AT FULL PERFORMANCE LEVEL

1. Recruitment of Locally Employed Staff:

25%

Position administers the local employment mechanism program at post for State and all agencies that have signed MOAs. Oversees appointment of LES and ensures conformity of the policy and procedure with State Department and agencies' regulations. Recruits also for all agencies with delegated hiring authority to post. Follows up changes in recruitment regulations, advises on the effect they might have on post recruitment policy and proposes appropriate amendments. Coordinates FN Student Intern Program at Post. Duties include but are not limited to:

- Prepare and publish statistics on recruitment and retention, maintain vacant positions file;
- In accordance with the new HR/OE recruitment policy, draft and issue job vacancy announcements for all LES;
- Monitor appointments, separations and other staff movements to plan timely issuance of vacancy announcements;
- Advise staff, managers and external clients on the recruitment process, policies and procedures;
- Draft LE Staff vacancy announcements and arranges dissemination through email and/or local newspaper; ensures that vacancies are published as specified;
- Prepare newspaper advertisements, receive application for vacancies, translate letters of interest for supervisors, and send official application forms to candidates that have been selected by the supervisor for the "short list";
- Review applications and ensures only qualified candidates are interviewed in accordance with the requirements of the job and State Department/Embassy policy;
- Review list of interview questions provided by the supervisor, ensuring no illegal questions are asked. May develop a set of interview questions;
- Interview candidates with other interview panel members to determine successful candidates;
- Prepare the organization of written tests and interviews, including the coordination of travel, and all details for face-to-face or video interviews; provide Interview Panels with necessary background documentation;
- Determine starting salary and make formal job offer to the selected candidates;
- Arrange pre-employment security and medical clearances;
- Coordinate with supervisor and selected candidate the entry-on-duty date;
- Maintains files and rosters of applicants/candidates
- Provide policy guidance and advice to the selecting official, to include advice on the type of employment mechanism, requesting position authority from the appropriate headquarters when necessary;
- Discuss the qualification of the applicants with the selecting official and provides any assistance as requested;
- Prepare PSA agreements and provides pre-employment HR orientation to new employees;
- Ensures thank you letters are sent out to all applicants who were not selected.

Responsible for presenting newly hired local staff with orientation documentation, and ensuring they sign acknowledgement that they received and understood this information. COR for outside language testing contracts.

2. Personnel Actions / Pay Administration:

25%

Personnel Actions: Manages personnel action processing for documenting all staffing and pay changes via Personnel Actions (JF-62, JF-62A, SF-50). Prepares hardcopy and telegraphic personnel actions for signature by HR/Administrative Officer, researching for most appropriate Nature of Action Code and verifying all personal and position data. Prepares all required documents for PSA-Plus and PSC employees.

LES Staffing Pattern: Maintains FSN Staffing Pattern on a regular basis to reflect all staffing, classification and pay changes.

Pay Administration: Acts as Central Timekeeper and Payroll Liaison for both American and local employees by preparing biweekly time and attendance reports. Ensures timely submission of T&A reports by unit timekeepers.

3. Awards Program:

20%

Responsible for administration of the Post's Annual Incentive Awards Program. This includes preparation of all necessary paperwork supporting the announcement of the Awards Ceremony; preparation of Awards Committee Members' review files; providing advice on Awards' regulations; preparation of certificates; obtaining assistance related to awards from Washington; coordination of all logistical arrangements and schedules for the Ceremony with different Embassy departments and outside contractors; and coordination of Awards payments with B&F and Charleston Financial Service Center (CFSC). Administers spot Awards throughout the year, which includes obtaining approval from the Post Awards Officer, coordination of Awards payments with B&F and CFSC. Maintains Post database on awards records.

4. Evaluation Reports:

15%

- Assures a timely submission of all EER to the Human Resources Office, and notifies MGT/HR Officer of late submissions and potential problems.
- Assures that the upcoming Work Plan for FSN employees is prepared and signed by the supervisor and employee within three weeks of the new grading period.
- Manages and monitors Performance Evaluation Program for Locally Employed Staff.
- Keeps and updates a chronological record of Performance Evaluation due dates for Embassy LES employees, initiates requests to supervisors for Performance Evaluation Report and Work Plan submission
- Issues reminders to supervisors on Performance Evaluation Reports and Work Plan submission dates, if the Reports/Work Plans are not received on time
- Draft memos on personnel issues. Serves at the point of contact on Worker's Compensation Program (OWCP) benefits and claims procedures. Prepares and keeps updated various personnel related lists such as a list of overdue EERs, list of LES addresses and phone numbers, etc.
- Retains the copies of the employees' work plans and performance evaluation reports in a separate folder/file.

Prepares monthly reports on the status of overdue EERs for the Management Officer and DCM about delinquent LE Staff Performance Reviews.

5. LES Training Program:

10%

Responsible for administration of the Embassy training program. This function includes placement of approved and ad-hoc nominations to educational institutions; providing guidance on types, locations and schedules of training; and providing assistance in coordination of all training related matters with Embassy management and educational institutions. Maintains Post database on training records.

6. Back-up duties:

5%

Position is back-up and answers all responsibilities during an absence of the senior Human Resources Assistant. Other duties as assigned.